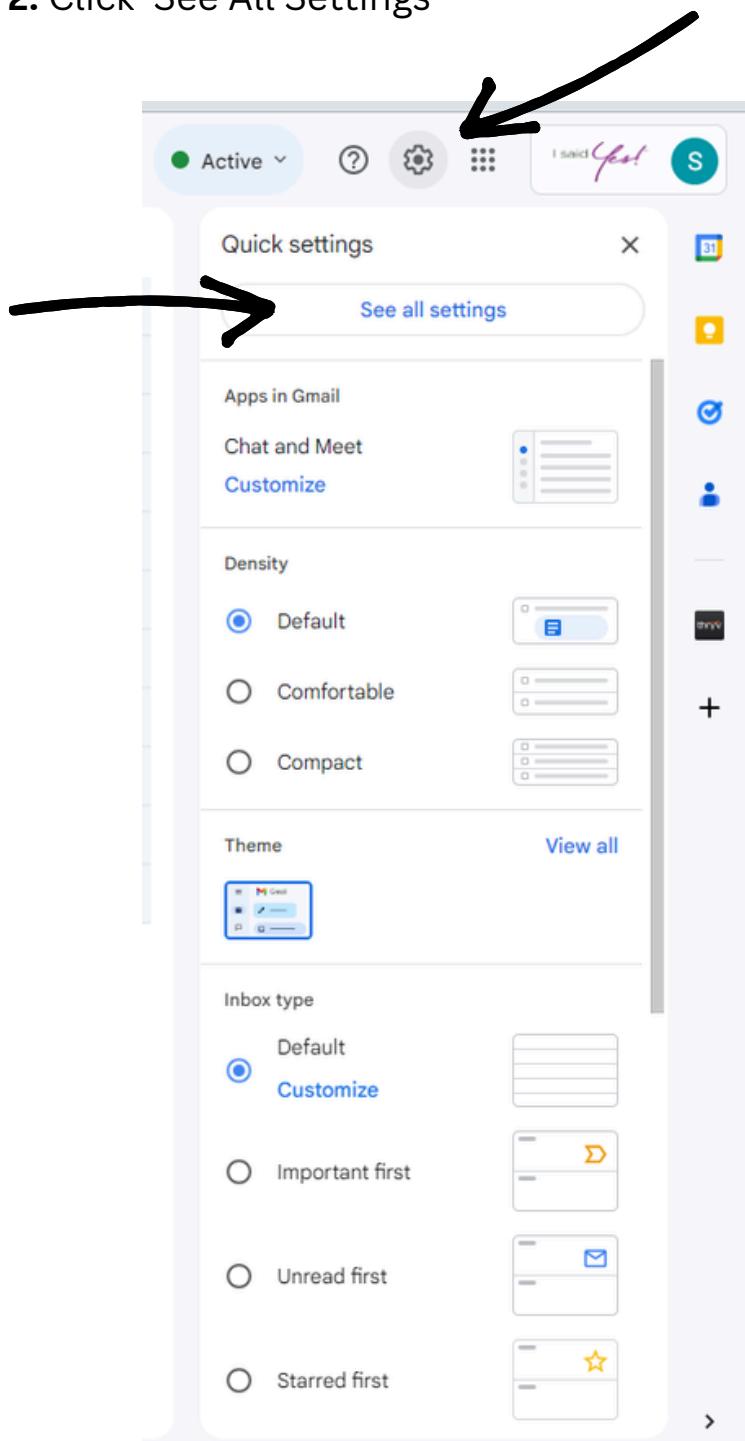


Create A Gmail Template

Step 1: Go to Settings in your Gmail Account by clicking the gear in the top right corner.

Step 2: Click 'See All Settings'

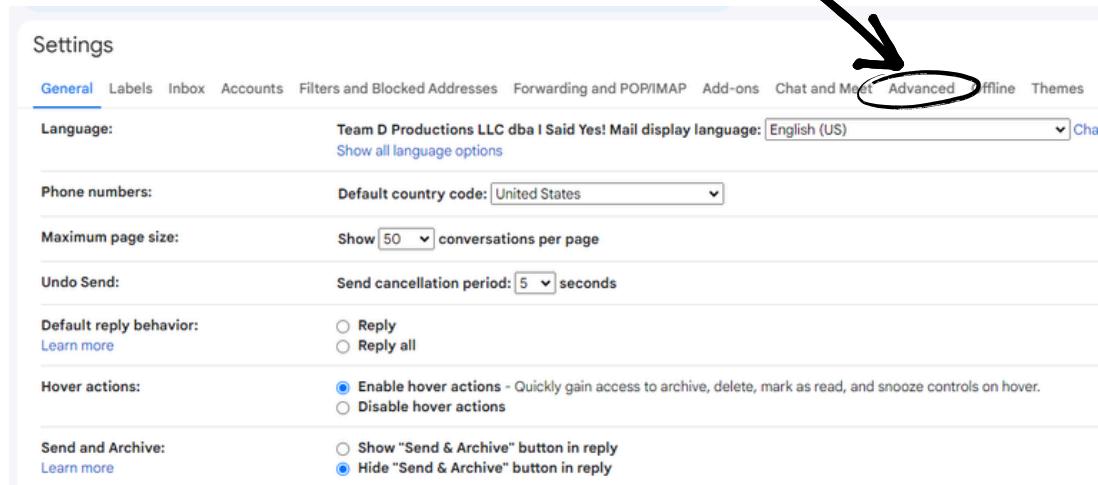


I said *Yes!*
to Success

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Create A Gmail Template

Step 3: Click Advanced



Settings

General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat and Meet **Advanced** Offline Themes

Language: Team D Productions LLC dba I Said Yes! Mail display language: English (US) Show all language options

Phone numbers: Default country code: United States

Maximum page size: Show 50 conversations per page

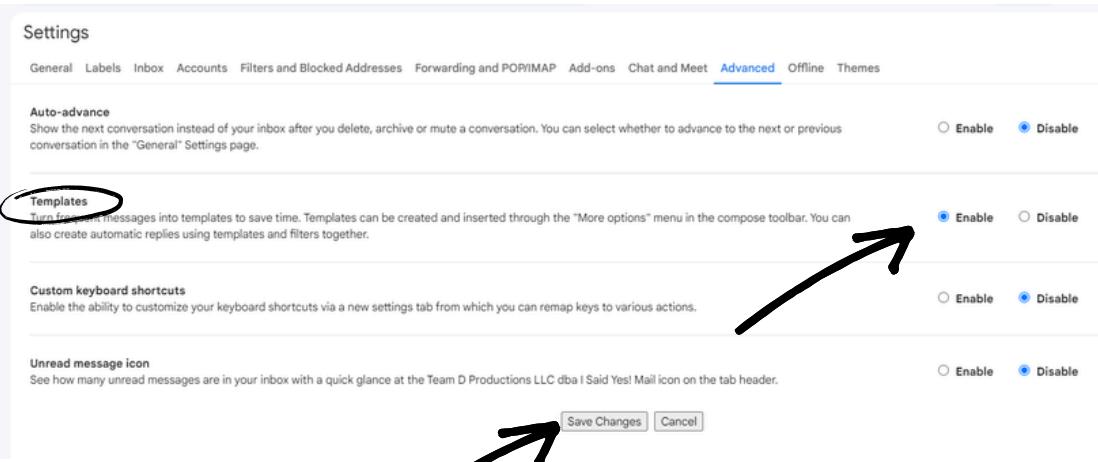
Undo Send: Send cancellation period: 5 seconds

Default reply behavior: Reply Reply all Learn more

Hover actions: Enable hover actions - Quickly gain access to archive, delete, mark as read, and snooze controls on hover. Disable hover actions

Send and Archive: Show "Send & Archive" button in reply Hide "Send & Archive" button in reply Learn more

Step 4: Next to Templates, Toggle On Enable



Settings

General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat and Meet **Advanced** Offline Themes

Auto-advance
Show the next conversation instead of your inbox after you delete, archive or mute a conversation. You can select whether to advance to the next or previous conversation in the "General" Settings page. Enable Disable

Templates
Turn frequent messages into templates to save time. Templates can be created and inserted through the "More options" menu in the compose toolbar. You can also create automatic replies using templates and filters together. Enable Disable

Custom keyboard shortcuts
Enable the ability to customize your keyboard shortcuts via a new settings tab from which you can remap keys to various actions. Enable Disable

Unread message icon
See how many unread messages are in your inbox with a quick glance at the Team D Productions LLC dba I Said Yes! Mail icon on the tab header. Enable Disable

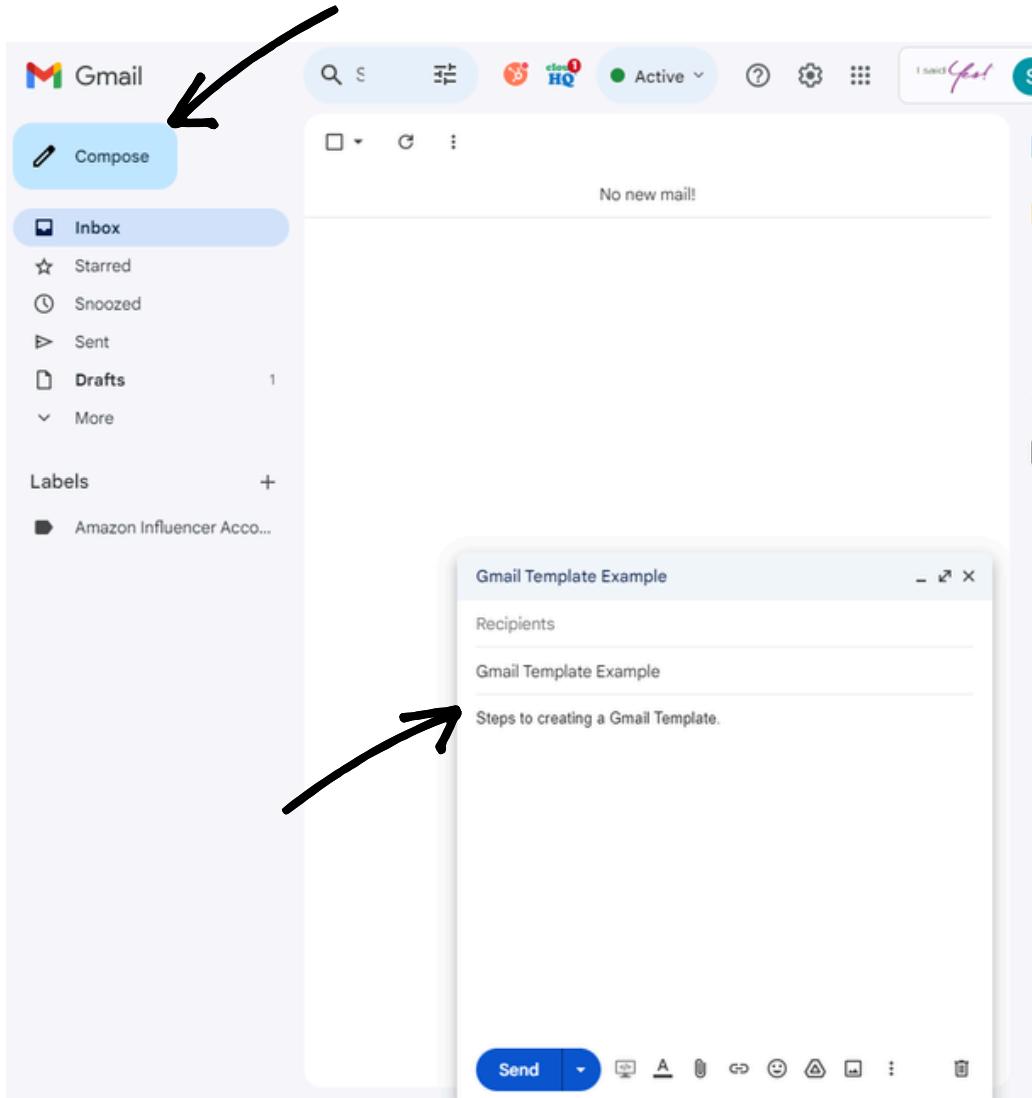
Step 5: At bottom of screen, Click to 'Save Changes'

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Create A Gmail Template

Step 6: Compose an email



Step 7: Create the subject line for your template and compose the body of your email.

Include links to blogs, pricing kits, media kits, appointment schedulers.

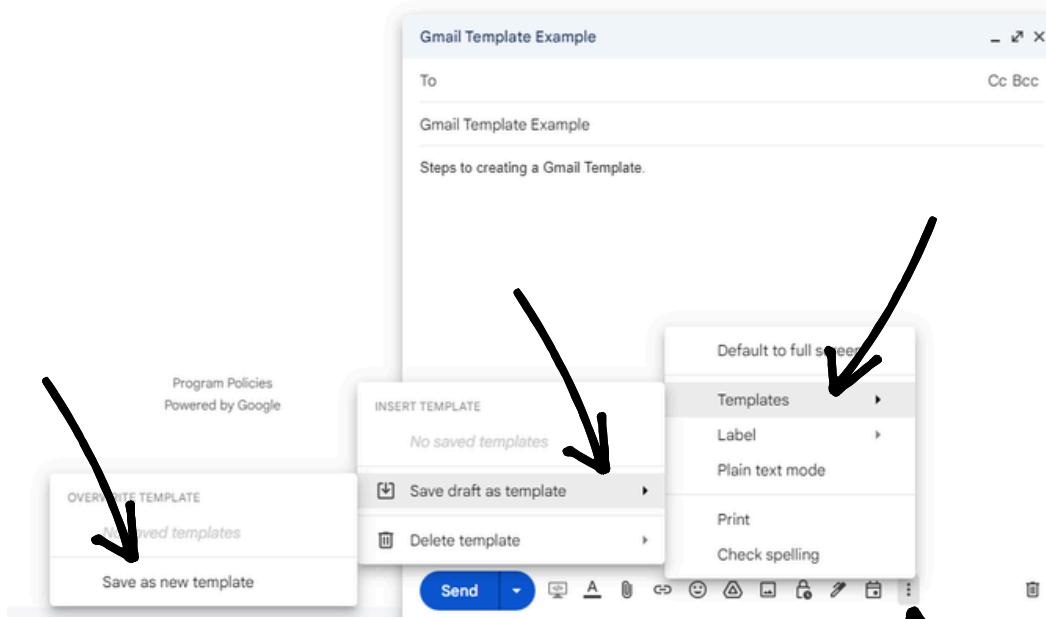
Make sure your signature is set to automatically add.

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Create A Gmail Template

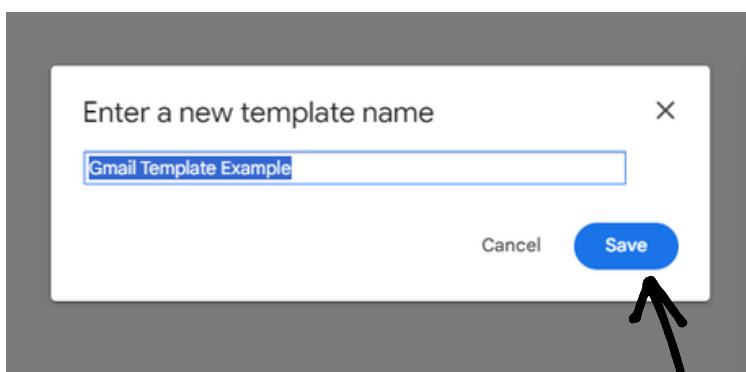
Step 8: Click the 3 little dots at the bottom of your screen



Step 9: Choose 'Templates'

Step 10: Choose 'Save draft as template'

Step 11: Choose 'Save as new template'



Step 12: Name the template

Step 13: Click 'Save'

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Create A Gmail Template

To Use Your Templates

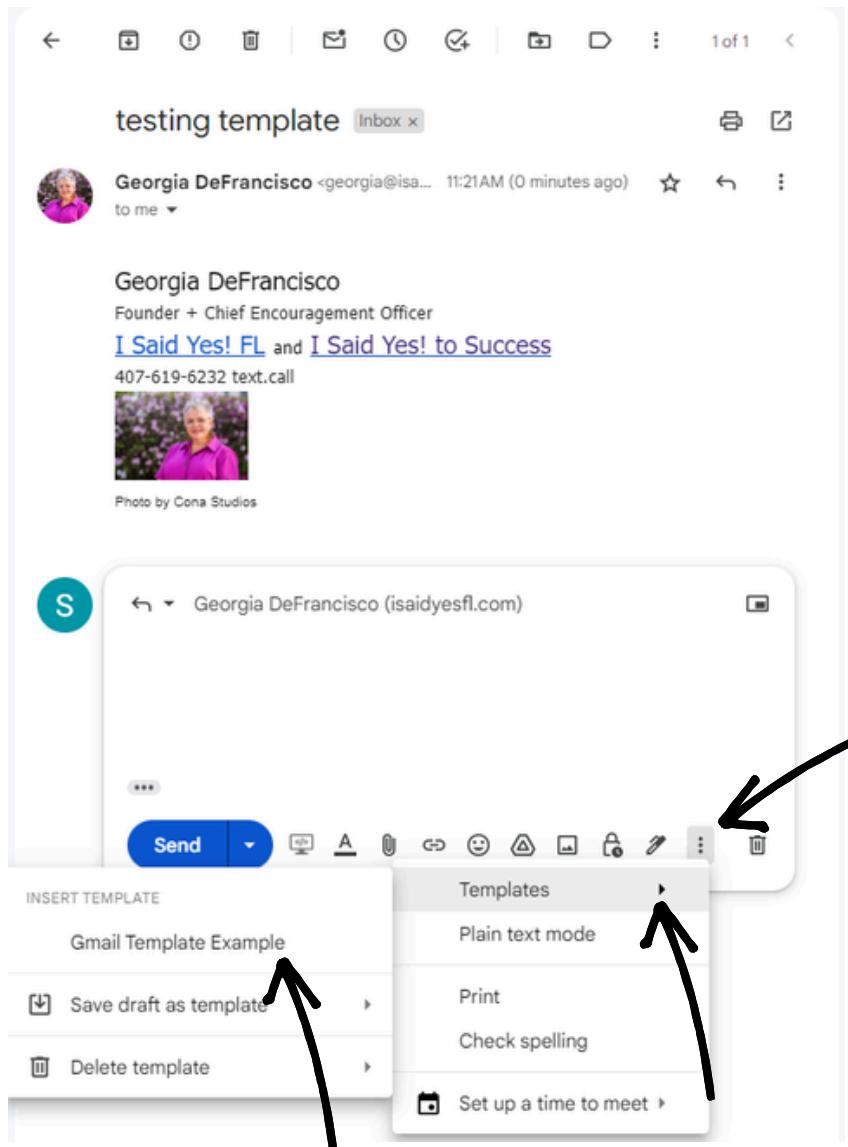
Step 14: Reply To or Compose an New Email

Step 15: Click the 3 dots

Step 16: Click Templates

Step 17: Choose the Template

Step 18: Make changes and Send



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